

Administrative Process Improvement Project
Quick Hits/ Improvements
Graduate Assistant Appointment Phase II

The team met to review Graduate Assistant hiring process that was implemented in 2011 with a focus on improvements for the departmental users, Graduate School, HR Records, and Bursar offices. Enhance the GA on-line contract, make updates to the contract database, create departmental reports and update training documentation. Below are the outcomes and recommendations.

e-Contract Enhancements:

- Validation of Data
 - Removed restrictions of Buckley Amendment student's name not being displayed
 - Added status code to reflect if waiting for student to sign a revised contract
- Added additional error checking to reduce errors on e-contract and EPAF
- Tuition Waiver was added for each assignment
- Ability to Terminate an individual assignment (previously could only terminate the entire contract)
- EPAF Friendly pages were created for Revisions, Terminations and GA Summer Credit Instruction

E-mail Notifications:

- E-mail messages were created to compare e-Contract information with the Banner EPAF tables Validation of Data and send automatic notifications to originators with difference identified

Critical Reports Process in Production:

- EPAF Hyperion reports were being generated from the Banner Reports Instance; therefore data is a day old. During critical payroll deadlines the reports are inadequate for approving, revising or cancelling EPAFs causing over or under payments to students
- Team members researched alternative reporting options with ITD and BFSS in order to provide critical information to Graduate Office, HR Records and Bursar office during payroll deadlines
- Due to complication of the EPAF Banner tables, ITD agreed to allow EPAF Hyperion reports to be published and processed from Banner Production

Documentation Updates:

- EPAF User Guide reviewed / enhanced for end users
- New EPAF Introduction Guide for new users
- EPAF If-Then document created for creating revisions and terminations
- EPAF Revisions guide updated
- EPAF Termination guide updated
- E-Contract guide updated

Workshop Training Opportunities:

- Training/Assistant workshops have been scheduled for April, June and two in July. These sessions will be designed to assist users with creation of their e-contracts or their EPAF in time to meet Graduate Office deadlines.

Outstanding Items: Reports

- New Departmental Reports – **Completed Summer 2013**
- New Accounting Reports – BFSS will own this request
 - Verify if stipend earnings are taxable
 - Amount paid does not match e-contract
- Review current reports for Graduate office, HR Records and Bursar offices and modify if needed – **Completed Summer 2013**

Recommendations:

Create GA Appointment calendar – Completed Fall 2013

- In order to meet GA office deadlines, would need to consider deadlines for
 - College Deans - date all recommended student given to departmental originators
 - Departmental originators to create e-contract
 - Students – timeline for accepting / rejecting e-contract
 - Departmental originators time to complete EPAFs
 - Approvers time to approve the EPAFs

Determine consequences for missing deadlines and requesting special checks